

Instructions for Moving the Entity Client without a CD

The Entity Client is a component of a larger system that integrates the North Carolina E-Procurement Service with an Entity's financial system. The Entity Client is a java application that runs as a service on a Windows machine at each Entity. The Entity Client passes requisitions, purchase orders, invoices, and vendors between E-Procurement and the Entity's financial system. This document will go through the steps of moving an Entity Client that has been running in Production from one Windows machine to another.

Please note the importance of following all steps detailed below in order to prevent the loss of requisitions, purchase orders, invoices, and/or vendor messages.

1. Schedule Entity Client Move

Instruct users not to create requisitions or purchase orders during this time. Communicate the "downtime" to those whom it concerns.

2. Shut down the EC

To stop the Windows Service:

1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Manage."
3. Double-click on the Services and Applications category on the left-hand side.
4. Double-click on the Services category on the left-hand side.
5. Highlight the EntityIC service located on the right-hand side.
6. Select the "EntityIC" service from the list of services.
7. Press the "Stop" button to stop the service. Allow a few seconds for the Entity Client service to stop completely.

3. Uninstall the Entity IC

1. Bring up a Command Prompt under Windows.
 - a. Left click on the Windows Start button.
 - b. Left click on the Run button. A Run dialog appears.
 - c. Type cmd in the Open field.
 - d. Left click on the OK button. A Command Prompt appears.
2. Go to the Entity IC directory. Type "cd \java\hubclient" and press the Enter button.
3. Uninstall the Entity IC. Type "bin\installEntityICService.bat -uninstall" and press the Enter button. You will see the following text:
The service was successfully uninstalled. .
Uninstalling this service may require a machine restart before re-installing the service.

4. Zip the java Directory

1. Bring up a Windows Explorer.
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- a. Right click on the Windows Start button. A pop up Windows with an "Explore" menu item appears.
- b. Left click on the "Explore" menu item. A Windows Explorer appears.
2. Select the C:\java directory.
3. Right click on the C:\java directory. A pop up menu with "Send To" as a menu item appears.
4. Open the "Send To" menu item. A sub-pop up menu appears with "Compressed (zipped) Folder" appears.
5. Left click on the "Compressed (zipped) Folder" menu item. A java.zip file is created in the C:\ directory.

5. Verify EntityIC Uninstall.

Note: The following steps will ensure that the EntityIC on the old machine never starts up again because this would interfere with the operation of the EntityIC on the new machine.

Check to verify that the EntityIC service has been deleted.

1. Alternate-click on My Computer and select "Manage."
2. Double-click on the Services and Applications category on the left-hand side.
3. Double-click on the Services category on the left-hand side.
4. Make sure the EntityIC service does not appear on the right-hand side. If the service is still visible then contact the NC E-Procurement helpdesk at 888-211-7440

6. Installing the Entity Client on the New Machine

The following instructions outline the steps that need to be taken in order to install the Entity Client on the new machine. The steps will cover the following:

1. Verifying the power settings on the PC.
2. Checking the LAN settings on the PC.
3. Installing the Entity Client.
4. Creating a Windows user to run the Entity Client service.
5. Assigning the Windows user to the Entity Client service.
6. Starting the Entity Client service.
7. Requesting the vendor baseline.

These instructions assume the following:

- The share on the AS/400 is called 'messages'.
- A user on the AS/400 has already been set up for this integration.
- The Entity Client machine can access ports 443 and 50000 on hubadmin.ncgov.com.

Before installing the Entity Client, check the power settings on the new computer:

1. Navigate to the desktop of the computer.
 2. Right-click on the desktop and select "Properties."
 3. Click on the tab labeled "Screen Saver."
 4. At the bottom of the Screen Saver tab, click on the "Power" button.
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5. Make sure the "System Standby" is set to "Never." If the System Standby is set to anything other than "Never" select it from the drop down box, and click "Apply."

Also check the LAN settings on the new computer:

1. Click on the "Start" menu and highlight "Settings" and click on "Control Panel."
2. Double-click on "Network Connections."
3. Alternate-click on "Local Area Connection" and select "Properties."
4. Make sure that both "Client for Microsoft Networks" and "File and Printer Sharing for Microsoft Networks" options are checked.
5. Click "OK."

Installing the Entity Client on the new computer:

1. Copy the C:\java.zip file from the old machine to the new machine's C:\ directory.
2. Bring up a Windows Explorer.
 - a. Right click on the Windows Start button. A pop up menu appears with an "Explore" menu item appears.
 - b. Left click on the "Explore" menu item. A Windows Explorer appears.
3. Select the java.zip file.
4. Right click on the java.zip file. A pop up menu with an "Extract All" menu item appears.
5. Left click on the "Extract All" menu item. The java directory structure is created on the C:\ directory on the new machine.
6. Bring up a Command Prompt under Windows.
 - a. Left click on the Windows Start button.
 - b. Left click on the Run button. A Run dialog appears.
 - c. Type cmd in the Open field.
 - d. Left click on the OK button. A Command Prompt appears.
7. Go to the Entity IC directory. Type "cd \java\hubclient" and press the Enter button.
8. Install the Entity IC. Type "bin\installEntityICService.bat -install C:\java\j2re1.4.1_03" and press the Enter button. You will see the following text:
The service was successfully installed.

Once the Entity Client installation is complete, a Windows user will need to be created. Create a new Windows user using the same username and password of the user created earlier on the AS/400 by completing the following steps:

1. Go to the desktop of the computer.
 2. Alternate click on My Computer and select "Manage."
 3. On the left-hand side expand "Users and Administrative Groups."
 4. Alternate-click on Users and select "New."
 5. Create the user with the same user name and password as the user created on the AS/400. For ISIS this will be username ISISADMN and password ISISADMN. For SunPac this is username EPUSER and password EPUSER.
 6. Uncheck the "User must change password at next logon" box.
 7. Check the "Password never expires" box.
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8. Under "Users and Administrative Groups" on the left hand side, double click on the Groups folder.
9. Double-click on the Administrators group on the right hand side.
10. Click the Add button and add the newly created user.
11. Click OK and exit out.

On the AS400 for ISIS:

1. Login as QSECOFR or QSYSOPR.
2. From the Command Line, enter CHGUSRPRF.
3. Open ISISADMIN profile.
4. Change the password in the User Password field to ISISADMIN.
5. Press 'Enter'.

On the AS400 for SunPac:

1. Login as QSECOFR or QSYSOPR.
2. From the Command Line, enter CHGUSRPRF.
3. Open EPUSER profile.
4. Change the password in the User Password field to EPUSER.
5. Press 'Enter'.

Once the user has been created, set the Windows Service to run under the newly created Windows user:

1. Go to the desktop of the computer.
2. Alternate-click on My Computer and select "Manage."
3. Double-click on the Services and Applications category on the left-hand side.
4. Double-click on the Services category on the left-hand side.
5. Alternate-click on the EntityIC service located on the right-hand side and select "Properties."
6. Select the tab that says 'Log On' and select the radio button next to 'This account:'
7. Enter Username and password. Enter the newly created account and password. Press OK.

Now that a user is assigned to the service, start the Windows Service:

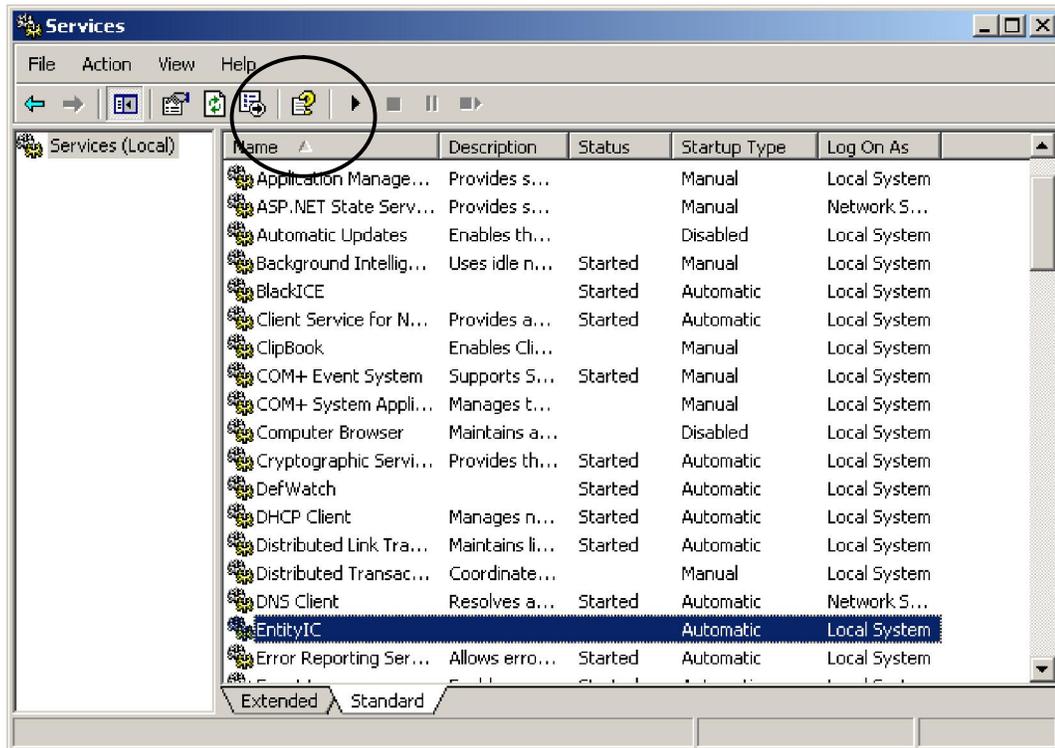
1. Alternate-click on My Computer and select "Manage."
2. Double-click on the Services and Applications category on the left-hand side.
3. Double-click on the Services category on the left-hand side.
4. Highlight the EntityIC service located on the right-hand side.'
5. Press the Play button at the top of the screen, or alternate-click on the EntityIC Service and select "Start."

7. Start the Entity Client

To start the Entity Client on the new computer:

1. Go to the desktop of the computer.
 2. Alternate-click on My Computer and select "Manage."
 3. Double-click on the Services and Applications category on the left-hand side.
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4. Double-click on the Services category on the left-hand side.
5. Highlight the EntityIC service located on the right-hand side.'
6. Press the play button at the top of the screen.



8. Delete the Entity Client from the Old Machine

1. Bring up a Windows Explorer on the old machine.
 - a. Right click on the Windows Start button. A pop up Windows with an "Explore" menu item appears.
 - b. Left click on the "Explore" menu item. A Windows Explorer appears.
2. Select the C:\java directory.
3. Right click on the C:\java directory. A pop up menu with "Delete" as a menu item appears.
4. Left click on the "Delete" menu item. The java directory is deleted.